

MEAL CARD MANAGEMENT FOR BOOK CONTROL OFFICERS (BCO)

Proponent For Inspection: DOIM

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Phone No.: _____

Unit Phone No: _____

Inspector's Name: _____

Inspector's Phone No: _____

Unit Overall Rating: T P U

REFERENCES: a. AR 600-38, 11 March 1988 b. AR 25-400-2, 1 October 2001 c. FLW Suppl 1 to AR 600-38, 15 August 2002

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks and 100% accountability. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Does unit have or have access to the current publications required to manage the system?	BDE			
2. Are there duty appointment orders on the Meal Card Control Book Control Officer (BCO), IAW AR 600-38, paragraph 2-2b?	BDE			
3. CRITICAL: Does the BCO have duty appointment orders on all Meal Card Control Officers (MCCO) for their subordinate units, IAW AR 600-38, paragraph 3-8b(3)?	BDE			
4. CRITICAL: Has the BCO established procedures to monitor the number of active books each MCCO has on hand, IAW AR 600-38, paragraph 2-5c?	BDE			
5. Does the BCO have an annual written report for each active book issued under their meal card management system IAW AR 600-38, paragraph 2-5d? IAW AR 600-38, paragraph 2-6h, this report shows the status of each meal card by meal card number.	BDE			
6. Has the BCO established the procedures requiring the MCCO to return the meal card book and associated records to them within 5 duty days following the time the last card in the book is recorded as inactive IAW AR 600-38, paragraphs 2-5e, 2-6d and 3-4a(2)?	BDE			
7. Has the BCO established procedures for obtaining and disseminating to installation dining facilities the card number of meal cards reported as lost or stolen, IAW AR 600-38, paragraph 2-5f?	BDE			
8. Does the established procedures ensure that the required information is provided weekly, IAW AR 600-38, paragraph 2-5f?	BDE			
9. Is the information provided to the dining facilities for at least four consecutive weeks prior to dropping the meal card number from the report, IAW AR 600-38, paragraph 2-5f?	BDE			
10. Has the BCO established procedures for handling cases of personnel caught fraudulently using a card, IAW AR 600-38, paragraph 2-5f?	BDE			
11. CRITICAL: Has the BCO established procedures to monitor the methods used by the MCCO and Meal Card Controller (MCC) to safeguard, issue, withdraw, and destroy meal cards, IAW AR 600-38, paragraph 2-5g?	BDE			

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12. Does the BCO review the inactive meal card book to ensure that all 200 cards have been annotated as lost, stolen, or destroyed, IAW AR 600-38, paragraph 3-8b(6)? The destruction of a meal card must be completed and annotated by the MCCO IAW AR 600-38, table 3-2 and figure 3-3.	BDE			
13. Does the BCO retain and destroy inactive meal card books, IAW AR 25-400-2?	BDE			
14. CRITICAL: Does the BCO have documentation of conducting an annual meal card management system review on each meal card system under their area of responsibility, IAW AR 600-38, paragraph 2-5i and appendix A?	BDE			
15. Are the Meal Card Control Books annotated on a DA Form 5672-R (Meal Card Control Book Log), IAW AR 600-38 figure 3-1?	BDE			
16. Does the BCO maintain a separate permanent file for all DA Forms 410 and transfer control slips for all Meal Card Control Books issued, IAW AR 600-38, paragraph 3-8b(4)?	BDE			
17. Does BCO maintain a separate file showing transfer of Meal Card Control Books from one MCCO to another, IAW AR 600-38, paragraph 3-8b(5)?	BDE			
18. Has the transfer of Meal Card Control Books from the departing BCO to new BCO been properly documented, IAW AR 600-38 and maintained in the BCO's Control Book along with a copy of the MCCO's duty appointment orders, IAW AR 600-38, paragraph 3-4b(4)?	BDE			
19. Was a copy of the transfer from old BCO to new BCO forwarded to the Installation Publications Control Officer, IAW AR 600-38, paragraph 3-4b(4)?	BDE			
20. Does the BCO have a copy of orders on the Meal Card Verification Officers (MCVO) IAW AR 600-38, paragraph 2-3h?	BDE			
21. Does the BCO have the completed DA Form 4550-R (Meal Card Verification Form) and narrative report for all meal card verification checks conducted by the MCVOs under their area of responsibility, IAW AR 600-38, paragraph 5-1a(4)?	BDE			
22. According to the documentation on file, is the frequency of the checks IAW AR 600-38, paragraph 5-1b?	BDE			
23. CRITICAL: Are meal card books adequately secured as required for accountable forms and IAW established procedures of AR 600-38, paragraphs 2-5g and 3-3d.	BDE			
24. Does the BCO have a completed copy of FLW Form 2000-6-5-RE (Meal Card Control Officers (MCCO) and Meal Card Verification Officers (MCVO)) for each meal card management system under their area of responsibility year IAW OIP concept (i.e., brigade inspects battalion; battalion inspects company, etc.)?	BDE			
25. Has at least one unit be audited in the last year IAW AR 600-38, paragraph 3-8a and FLW Suppl 1 to AR 600-38?	BDE			
REMARKS AND FINAL COMMENTS:				